

DRAFT MINUTES

Budget Recommendations Committee Minutes

November 1, 2012

Place: Nowak Room, Town Offices

Time: 6:00 p.m.

Present: Chairman Corey Stevens, Mark Leighton, Rob Corson, Don Woodward, Bob Kelly, Bob Wentworth, Financial Director Doreen Ravell, Staff Accountant Laura Hill, Selectman Don Clement, Selectman Frank Ferraro, Selectman Dan Chartrand, Town Manager Russell Dean.

The meeting was called to order by Chairman Stevens at 6:35 p.m. The meeting was called to order at this time to accommodate committee members who arrived at 6:30 p.m.

Mr. Stevens noted that tonight's meeting is the first televised Budget Recommendation Committee meeting and reviewed the upcoming Committee meeting dates for reviewing various departmental 2013 budget proposals:

- November 8 – Police and Fire Department
- November 13 – Recreation, Welfare, Library and Socials Services
- November 15 – Water & Sewer
- November 20 – CIP and final budget wrap-up

The purpose of this meeting is to review the Department of Public Works 2013 budget proposal. Presenting the proposed budget was Jennifer Perry, Director of DPW. Also present were Kevin Smart, Facilities Manager and Jay Perkins, Highway Supervisor. Director Perry provided a handout entitled "FY 2013 Budget Narrative."

PUBLIC WORKS – GENERAL FUND

Administration & Engineering

Discussion focused the proposed addition of an Assistant Engineer to the DPW personnel. Numerous capital improvement projects have increased the engineering and administrative work of the Department. An Assistant Engineer position has been needed for the past 2-3 years but has been deferred. However, there is now a serious need for this position. One upcoming project that would benefit from this additional staff is the sidewalk maintenance project. In recent years, only emergency maintenance has been performed with little actual improvements being made. The Assistant Engineer would report to the Town Engineer and take on some of the duties in connection with the development review process with the Planning Board as well as perform field work with paving and construction projects. This assistance would free up time for the Town Engineer's other responsibilities. The proposed salary is \$54K plus \$34K in benefits. The position would be funded for 6 months only in 2013. The budget for this position in 2014 would be \$90K.

Another item discussed was expenses in connection with EPA Storm Water project which will reduce storm water overflows. Ms. Perry explained that waiting for the MS4 Storm Water permit has held up the project but the permit should be received by mid-2013. Before the permit can be

granted, issues concerning nutrients and other technical issues have to be reviewed and then the EPA adds its comments. Also follow-up is required for hot spots that have been identified.

Mr. Kelly noted that there are additional permits to be submitted such as the waste water and ground water plant permits and the Assistant Engineer would also be beneficial is putting those permits together.

- Mr. Corson moved to approve the proposed budget of \$354,641.00 for the Administration and Engineering portion of the DPW budget. Mr. Kelly seconded, motion passed.

Highways and Streets

Discussion focused on general maintenance of the roads and sidewalks. Ms. Perry reported that \$1.1M is needed annually for this maintenance. The DPW proposes \$600K budgeted with \$500K in a warrant article to meet that annual expenditure. The Budget sub-committee recommends a warrant article in the amount of \$250K plus adding \$100K to the budget for a total paving budget of \$950K. Ms. Perry reported that Paul Vlasich, Town Engineer, is agreeable to this recommended budget but also noted that \$1.1M will still need to be a goal in the future.

Mr. Stevens requesting that the DPW provide an inventory on the status of road/sidewalk improvements. Ms. Perry said updates will be done over the winter and the final pavement inventory can be expected in Spring 2013.

- Mr. Kelly moved to approve the proposed budget of \$1,808,109.00 for the Highways and Streets portion of the DPW budget. Mr. Corson seconded, motion passed. This amount includes the \$2,000 reduction in the Storm Drainage Repair item.

Snow Removal

It was suggested that \$35K be kept in reserve funds in case of a severe winter. However, that action will need to be approved by the Board of Selectmen.

- Mr. Kelly moved to approve the proposed budget of \$275,810.00 for the Snow Removal portion of the DPW budget. Mr. Woodward seconded, motion passed.

Solid Waste Disposal

Ms. Perry elaborated on the \$25K requested for Landfill Monitoring. These funds are needed for sampling, well installations, permit renewals, gas well monitoring as well as other tasks. She said that would still have to be some juggling of funds to not go over the \$25K budgeted.

- Mr. Kelly moved to approve the proposed budget of \$821,232.00 for the Solid Waste Disposal portion of the DPW budget. Mr. Woodward seconded, motion passed.

Street Lights

Ms. Perry explained the \$30K increase in the Street Lights total by providing costs of the master street lighting bill (approx. \$10,200 per month) and the annual cost of the traffic lighting (approx. \$126K per year).

- Mr. Kelly moved to approve the proposed budget of \$137,000.00 for the Street Lights portion of the DPW budget. Mr. Corson seconded, motion passed.

Therefore, the total Public Works General Fund proposed budget amounts to \$3,396,792.00 which includes an additional \$73K from the General Fund.

PUBLIC WORKS MAINTENANCE

General

Discussion focused on the Maintenance Projects List for 2013. Mr. Kelly explained that the cost to replace the slate roof at 47 Front Street came in much higher than expected and that the Maintenance budget covered that shortfall of \$21,500.00. In fairness, the sub-committee felt that budget should not incur all of the shortfall costs and, therefore, \$21,500.00 should be back in the maintenance budget. The Mechanics and Garage budget will include \$21,500.00 go toward the upgrade of the fuel dispensing system which is 20 years old. (*See below*)

Mr. Ferraro noted that the figure of \$146,800 on the 2013 Budget spreadsheet is incorrect and should be \$131,300.00. In reviewing the proposed Maintenance Projects list, members stated that the purpose of the \$125,000 budgeted should be used specifically for maintenance projects and not for capital project items.

- Mr. Kelly moved to approve the proposed budget of \$553,828.00 for the Maintenance portion of the DPW budget. Mr. Woodward seconded, motion passed.

Mechanics and Garage

Note \$21,500.00 budgeted for the upgrade of the fuel dispensing system.

- Mr. Woodward moved to approve the proposed budget of \$230,658.00 for the Mechanics and Garage portion of the DPW budget. Mr. Leighton seconded, motion passed.

Recreation Center

- Mr. Kelly moved to approve the proposed budget of \$19,300.00 for the Recreation Center portion of the DPW budget. Mr. Woodward seconded, motion passed.

Town Hall

- Mr. Kelly moved to approve the proposed budget of \$29,200.00 for the Town Hall portion of the DPW budget. Mr. Corson seconded, motion passed.

Town Office

- Mr. Kelly moved to approve the proposed budget of \$28,600.00 for the Town Office portion of the DPW budget. Mr. Corson seconded, motion passed.

Senior Center

- Mr. Kelly moved to approve the proposed budget of \$14,150.00 for the Senior Center portion of the DPW budget. Mr. Wentworth seconded, motion passed.

Safety Complex

- Mr. Kelly moved to approve the proposed budget of \$69,800.00 for the Safety Complex portion of the DPW budget. Mr. Woodward seconded, motion passed.

DPW Complex

- Mr. Kelly moved to approve the proposed budget of \$42,800.00 for the DPW Complex portion of the DPW budget. Mr. Woodward seconded, motion passed.

Train Station

- Mr. Woodward moved to approve the proposed budget of \$11,000.00 for the Train Station portion of the DPW budget. Mr. Leighton seconded, motion passed.

Other Town Structures

- Mr. Woodward moved to approve the proposed budget of \$11,200.00 for the Other Town Structures portion of the DPW budget. Mr. Leighton seconded, motion passed.

The DPW will return at the November 15th Budget Recommendations Committee meeting for the review of the Water & Sewer 2013 Budget proposal.

The Budget Recommendations Committee will next meet on Thursday, November 8, 2012 at 6:00 p.m. to review the Police Department and Fire Department 2013 budget proposals.

Mr. Stevens moved to adjourn, Mr. Corson seconded. Roll call: unanimous. The committee stood adjourned at 8:48 p.m.

Respectfully submitted,

Chris deZarn-O'Hare
Recording Secretary